

Enrolment Policy

Definition

St Margaret's Berwick Grammar is defined as Berwick Campus and Officer Campus.

1. Purpose of this Policy

- 1.1. To promote the values and further the vision of St Margaret's Berwick Grammar by inviting students and families who agree with the vision and values of the school and commence their educational journey with us.
- 1.2. To provide new families and students with a positive and welcoming enrolment experience during this important transitioning time in the life of a student.
- 1.3. To ensure that St Margaret's Berwick Grammar is compliant with the school's legal obligations in relation to the enrolment of new students.
- 1.4. The enrolment policy sets out the principles and framework governing the basis on which students are admitted to St Margaret's Berwick Grammar. The policy, together with the policy implementation documents listed in section 11, should be read and understood by parents and those responsible for implementing the policy.

2. Key Definitions

- 2.1. The School - is defined as St Margaret's Berwick Grammar (SMBG)
- 2.2. Enrolment register - is a permanent record of the students admitted to SMBG. The school is required to implement processes and procedures to ensure that the register is up to date. The enrolment register determines those students for whom attendance must be registered and monitored.
- 2.3. Waiting list -A list of students who have applied for enrolment at a time when SMBG is oversubscribed in one or more year levels. The principles of fairness and transparency that apply throughout the enrolment policy also apply to the procedures relating to the management of the waiting list.
- 2.4. Prospective Student- a child of ELC entry or Compulsory school age children - children between the ages of six years and up to the age of seventeen years of a family who are residents in Victoria and thus required by law to be in full-time attendance at school or be in registered home schooling and applied to enrol at SMBG. Non-government schools have no legal restriction in relation to a minimum age or a maximum age at the point of enrolment.
- 2.5. International Students - Students who study in foreign educational institutions. In Australia you are considered to be an international student if you're not an Australian citizen, Australian permanent resident, New Zealand citizen, or holder of an Australian permanent resident humanitarian visa.
- 2.6. Discrimination - means discrimination as defined by the Equal Opportunity Act 2010 (Vic.) and the Disability Discrimination Act 1992 (Cth.). Schools are not permitted to discriminate on the grounds of disability. The legislation permits an exception to be made in relation to sex, race, religious belief, age or age group:
 - 2.6.1. SMBG, amongst other organisations, have a positive duty to take reasonable and proportionate measures to eliminate discrimination.
 - 2.6.2. When enrolling a student with a disability, schools are required to consider

what reasonable adjustments need to be made to the learning environment or to the delivery of learning to assist that student.

3. Scope

- 3.1. The application of the policy is relevant to the School Council, the principal, to school staff and parents and students of SMBG.

4. Principles

- 4.1. Families and students who enrol are expected to agree with our Vision, Values and Policies at SMBG: St Margaret's Berwick Grammar is a school that educates children so that they can strive to be their best selves, now and in the future, for the betterment of all humanity and the planet. We action this through our values - Courage to do the right thing, Curiosity to know and learn, Character to be one's true self and Respect to live wisely and compassionately with others and the planet.
- 4.2. SMBG is committed to ensuring students are admitted to the school in a manner that is fair, transparent and non-discriminatory.
- 4.3. SMBG will publish clear criteria as the basis on which admissions are made.
- 4.4. Students are admitted in strict date order of application for all year levels. Children and grandchildren of past students and current staff members and siblings of current students are afforded priority.

5. Detail

- 5.1. The Early Learning Centre (ELC) is the gateway to SMBG and caters for children between the ages of 3 years (as at 26 January in the first year of entry) and 5 years of age. A proportion of funds raised or fees collected by the school maybe used to support the ELC.
- 5.2. SMBG are advised to require proof of age and enrolment name for each enrolment. Such documentation could be in the form of a birth certificate or passport.
- 5.3. Under the Australian Education Act 2013 (Cth.) SMBG are required to collect student background Characteristics data as part of our enrolment process and report the data to the VCAA or other testing agent when requested.
- 5.4. The Annual Report to SMBG community must include a report on the characteristics of students at St Margaret's Berwick Grammar.
- 5.5. The Australian Education Regulation 2013 (Cth.) (s.37) requires student enrolment records to be retained for 7 years after end of school year in which the last entry was made. Student enrolment records may be audited by either state or commonwealth authorities for the authorities to monitor payments made on the basis of student numbers or on the basis of the enrolment of particular categories of students.
- 5.6. Records of enrolment that are required for annual data returns to the Australian Government for the Australian Government Census of Non-Government Schools under Australian Education Regulation 2013 (Cth.) (s.77). They are also required for annual data returns to the Victorian Government for the Victorian Census under the Victorian Government Funding Agreement for Non-Government Schools.
- 5.7. Legislative privacy requirements govern how personal, sensitive and health information must be collected, used, disclosed and stored as part of the enrolment process. A privacy notice must be provided with the enrolment form explaining to parents and students why this information is being collected, what it is used for, where it might be disclosed and how they can access information held about them. Child Information Sharing Scheme (CISS), the Family Violence Information Sharing Scheme (FVISS) and the Family violence Multi-Agency Risk Assessment and



Management (MARAM). Please note that collected information will be shared if the School believes it may be in line with the Child Information Sharing Scheme (CISS), the Family Violence Information Sharing Scheme (FVISS) and the Family violence Multi-Agency Risk Assessment and Management (MARAM) Framework requirements.

- 5.8. SMBG are required to request and record the immunisation status, called the Immunisation History Statement issued by the ACIR (Australian Childhood Immunisation Register), for each ELC and primary student prior to enrolment. [Schools should also request this information for secondary enrolments.]
- 5.9. SMBG keeps and retains accurate records of school enrolments that comply with its commonwealth and state legal and regulatory requirements.
- 5.10. SMBG publishes its enrolment policy and admissions criteria on its website and by application to the school office.
- 5.11. SMBG publishes for parents the procedures by which a student is admitted to the school on its website and by application to SMBG school offices.

6. International Enrolments

- 6.1. SMBG are able to enrol international students from Year 7. Students must be 13 years of age or older on their entry date to the school.
- 6.2. SMBG are required to request and record the visa status when enrolling a student on a visa, that is any student who holds, or is a dependent of a person who holds, a permanent, bridging or temporary visa.
- 6.3. Schools are also required to request and record the visa status when enrolling overseas students who are those who hold a visa that is specifically related to studying in Australia, or a bridging visa attached to a substantive visa with those provisions.
- 6.4. SMBG will not enrol overseas students travelling on a student visa subclass 500 (formerly 570 or 571) unless it retains registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).
- 6.5. Exchange students enter Australia on a student visa, for which reciprocity must be maintained. The student is enrolled as a student within the school. In order to run student exchange programs, schools must be registered as a student exchange organisation (SEO) with the VROA or use an SEO that has been registered with the VROA.
- 6.6. Students attending SMBG on a cultural visit enter Australia on a tourist visa, are visitors to the School and are not enrolled students.

7. Scholarships

- 7.1. SMBG may offer Scholarships based on testing, audition or appraisal to worthy and eligible students. The scholarships offered will provide fee subsidies to various levels and to various aspects of School life. The provision of such scholarships shall be at the absolute discretion of the Principal subject to an annual review by the School Council.
- 7.2. Subject to the School's Scholarship Policy, students may be eligible to receive reduced fees in accordance with the Policy, should they be successful in securing a Scholarship offer.

8. Roles and Responsibilities

- 8.1. The School Council is responsible for authorising the enrolment policy and for approving the criteria for admission.



8.2. The Principal is responsible for ensuring:

- the implementation of the enrolment policy is fair, transparent and non-discriminatory.
- an enrolment register [and waiting list] is accurately maintained.
- this policy is implemented in accordance with commonwealth and state privacy legislation.
- that procedures are implemented so that parents are guided through the enrolment process from enquiry to admission.
- that procedures are in place to record the basis on which a child does or does not fulfil the admissions criteria together with the school's decision to offer a place or not.
- that the school reports data relating to the characteristics of students at the school to the school community at least once a year.
- that procedures are in place for the management, storage and retrieval of enrolment data:
 - proof of the child's identity, specifically date of birth and enrolment name
 - immunisation status
 - visa status

9. Legal and regulatory basis for compliance

- 9.1. Education and Training Reform Act 2006 (Vic.)
- 9.2. Education and Training Reform Regulations 2007 (Vic.)
- 9.3. Victorian Registration and Qualifications Authority (VROA) Minimum Standards
- 9.4. Equal Opportunity Act (Vic.) 2010
- 9.5. Disability Discrimination Act 1992 (Cth.)
- 9.6. Disability Standards for Education 2005 (Cth.)
- 9.7. Australian Education Act 2013 (Cth.)
- 9.8. Australian Education Regulation 2013 (Cth.).

10. Related Policies

- 10.1. Attendance and Roll Marking Procedures
- 10.2. Fee Concession Policy
- 10.3. Privacy Policy
- 10.4. Parent Code of Conduct
- 10.5. Raising Concerns & Complaints Policy

11. Policy Implementation Documents

- 11.1. The documents setting out the strategies and actions required to implement this policy are:
 - 11.1.1. Domestic Enrolment Procedures and Terms and Conditions
 - 11.1.2. International Enrolment Procedures and Terms and Conditions

Policy Review

Triennially or as circumstances dictate.

Policy Location

This Policy is published on the School's Website.

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